

business and industrial coordinating council



50 BRANFORD PLACE • NEWARK, NEW JERSEY 07102 • AREA CODE 201 622-0272

ROLAND E. STEWART, EXECUTIVE DIRECTOR

January 31, 1972

EXECUTIVE DIRECTOR'S REPORT

OPEN HOUSE

On January 18, 1972, BICC held its Open House formally christening the new 4500 sq. ft. home in which to operate. Over 500 persons flowed in and out during the afternoon between 2:00 p.m. and 6:00 p.m. Many well wishers wrote or telephoned encouragement and wishes for success, including Community Affairs Commissioner Lawrence F. Kramer and Governor Cahill. Many Executive Committee members served as guides, hosts, and bartenders. Public Service was especially kind in lending their photographer, Western Electric and the Board of Education for their exhibit, and the Task Force for theirs. The Director is especially proud of BICC staff, who all worked extremely hard in the entire process. (See Attachment B)

In looking through 1971 documents, the following NOW RESOLVED, was presented at the BICC Executive Committee meeting on February 22, 1971:

To: Executive Committee
From: Roland E. Stewart - Exec. Director
Subject: Space As a Problem

Space is past the crucial stage for effective operation of the agency. The problems cited are epidemic and only solved by more space:

1. Insufficient privacy for clients, visitors, or other persons.
2. Excessive noise in rear room for interviews with computer running.
3. Inability to give SICL's or interviews with computer running.
4. Administration of SICL's and job interviews often pre-empt staff at desks.
5. Inadequate privacy and space for the Consultant.
6. Lack of storage facilities.
7. Lack of testing and training space for typists.
8. No meeting and training room.
9. Crowded clerical area for movement.
10. Crammed clerical area with desks, machines, and clients.
11. Non-access to business machines other than one at a time reducing efficiency.
12. No provision for employee rest areas.

13. Shabby general appearance of office.
14. Fire hazard compounded by having to block doors for useable space.
15. Per person cubic footage is far below acceptable standards for office planning and safety.

COLLEGE OF MEDICINE & DENTISTRY

Designated by Dr. Stanley Bergen, President of CMDNJ, to serve on a three man committee to evaluate the Martland Hospital Administrator and Organization, the BICC Executive Director met three times during January concluding the survey. Along with Mr. William Cornetta, Administrator of St. Michael's Hospital, and Mr. Herbert Groce, Vice President of Human Resources, CMDNJ, the three interviewed top staff members at the college and hospital submitting their final report on January 15th. This was the end result of ten such meetings since Oct. 1971.

On January 21st, the BICC Director met with Dr. Ian Bennett, Dean of the CMDNJ Dental School with Earl Phillips of the Urban League in order to find ways and means of supporting minority recruited students during their 3 year course of study. Problems centered around supportive education, housing, \$36,000 costs related to living, and dental tools. Both the Urban League and BICC are exploring dental tools donations by Supply Houses or Manufacturers.

As part of the Board of Concerned Citizens, the Executive Director has been appointed to the By Laws Committee, responsible for helping to write rules and regulatory procedures for that body. The other two persons are Mr. Phillips, President of the Urban League and Mr. Robert Kohler, Director of the Anti-Defamation League. Two draft and exploration meetings have been held in January to date.

On January 26th, a conference was held in the BICC office with Rev. Harry Snellman of the Newark Human Rights Commission. Rev. Snellman was reconstructing the determination of Mr. Leroy Canady's reversal from Martland Hospital Administrator to Assistant Administrator. It appears that Mr. Canady was not chosen as permanent Martland Administrator. (See Attachment A)

RAHWAY PRISON INVOLVEMENT

BICC continues to receive letters of inquiry from relatives of and inmates in Rahway Prison. BICC has written to Public Defender, Stanley Van Ness and the ACLU in several cases. An army unit has donated obsolete but new Army overcoats and trousers for distribution among prisoners as BICC sees fit.

On Jan. 18th, the Executive Director delivered a 30 minute discussion on the Thanksgiving Day uprising and rebellion at Newark Rotary held at the Robert Treat Hotel. The gathering of 100 businessmen heard not only what happened, but causes, reasons, grievances and the social implications of criminal behavior.

On Dec. 4th, 1971, Executive Committee member Eugene Campbell guested the Executive Director of BICC on his weekly WNJR show during which time Rahway was discussed. Mr. Campbell explored the educational and social consequences of eventual incarceration on the air. (A copy of the interview is available upon request)

GATEWAY - NEWARK ACTION COMMITTEE

At a press conference held January 20th, at Rutgers, BICC was one of the many CNAC organizations which had assisted in the progress of efforts to get minorities into the building trade unions. Invited were the chief executive officers or their designated representatives of the following to be present and issue a prepared statement about their commitment to the Affirmative Action Programs:

The State of New Jersey
The New Jersey College of Medicine and Dentistry
Essex County Community College
The City of Newark
The Newark Board of Education
The Port of New York Authority
The Newark Housing Council
Newark Rutgers

In addition representatives of the contractors associations were active and present.

Gustav Heningburg, President of the Greater Newark Urban Coalition and Chairman of the Gateway-Newark Action Committee and the Black and Puerto Rican Construction Coalition, announced that agreements have been entered into, or are in the final stage of negotiation to get Blacks and Puerto Ricans into the construction trades in Essex County on construction projects covering more than seven hundred million dollars.

Heningburg noted that these agreements have been negotiated over a period of more than two years with community representatives, city, state, federal officials and representatives of private industry. The goals under these agreements call for 30% minority journeymen and 50% minority trainees on all construction projects covered by these agreements in the Newark area.

Heningburg pointed out that these goals are the highest in America, but are eminently fair and obtainable in light of the racial reality of the Newark community. He also added that the constitutionality of the plan, including the goals, has been subjected to repeated challenge in the federal courts, and in every instance withstood the legal challenge.

ADP-OEO CONFERENCE

During January 6, 7, 8, the BICC Director attended a conference among Adaptive Systems, for New Jersey Rehabilitation agencies, and OEO Representative, Bill Hepburn in Washington, D.C. to explore possibilities of extending the correct contract of processing 3500 persons through the computer match. Also discard more ways and means of developing jobs in a poor job market. BICC emphasized training as an alternative and addition to job counseling as a dynamic. Future meetings are planned with Bill Hepburn to explore a program with BICC.

BICC 1800

484 to date

716 4/1/72

BICC to see Job Openings

Step 3 to end

→ Call to top companies (Englewood)

→ Contact to GNCC & Mayor's Office,

Call Ann Galloway

BREWERY WORKERS AND ANHEUSER BUSCH

The BICC Director attended a second meeting of Community Organizations at the Urban League in support of the Black Brewery Workers on January 13th. Problems center around unusual working arrangements, apparent management insensitivity, and internal strife within the Brewery Workers Organization. Developments are continuing.

NATIONAL COMMITTEE FOR THE DEFENSE OF POLITICAL PRISONERS

On January 19th the BICC Director met with Mr. Kenneth Carter of the above named organization at BICC. The organization wishes to provide a variety of supportive services for prisoners and requested help in achieving these goals.

A) THE STRUCTURE FOR THE NATIONAL COMMITTEE FOR THE DEFENSE OF POLITICAL PRISONERS IS:

1. Co-ordination of the work of individual defense committees and support groups.
2. Making contacts with outside groups that work for specific political prisoners.
3. Setting up support committees on campuses and in the communities.
4. Developing fact sheets on political prisoners; personal histories; charges/or sentences, name and addresses of lawyer; list of prisoners needs; money; name and address of family, visiting hours, mailing address of prisoners, etc.
5. Raising money for legal defense.
6. Contacting lawyers of prisoners to establish working relationships.

B) LOCAL SUPPORT OF DEFENSE GROUPS (CAMPUS AND COMMUNITY)

1. Putting out propaganda, i.e. posters, leaflets, newsletters, tapes.
2. Visiting prisoners.
3. Writing letters to prisoners.
4. Working with families.
5. Supplying commissary money.
6. Bussing to trials and prisons.
7. Supplying materials for prisoners, i.e. books, writing material.
8. Organizing community and campus support to apply pressure on the system for their release.
9. Origininating benefits for speaking engagements for legal defense money.

Mr. Carter was given data from BICC's Rahway Prison involvement and introduced to joining Rev. Paul Stagg's Coalition Group on Penal Reform in New Jersey.

TEACHER EXTERNSHIPS

In conjunction with Mr. Wes Danelaw, Coordinator of Vocational Education and Special Industrial Arts at the Newark Board of Education, BICC has co-undertaken a project to expose teachers from Montgomery Pre-Vocational School and Girls Trade School to employers in the area. Funded by the Federal Alliance of Businessmen (FAB) the program is directed to inform and affect theoretical attitudes of teachers about business and industry to practical exposures. Hopefully the end result is to cause these teachers to better train, orient and equip their charges for the World of Work.

(BICC is soliciting companies to accept teachers on an exposure program within their companies for one day a week for perhaps eight weeks. BICC will perform the human relations training on a consultant fee paid basis.) w/EJ

MANAGEMENT ASSISTANT REPORT

I. UCF INVOLVEMENT

A. Research & Development Committee

Mr. Boykin has been working on the Research & Development committee of which Mr. Colburn Hardy is the Chairman. The primary emphasis has been to determine where and what programs the UCF should support and the development of "New" programs where applicable. The major thrusts have been in the Day Care area; the Hay House and Newark Fields. A major problem has been the inability of the UCF to come up with an evaluative tool which can be used as a basis for future involvement with member agencies. Mrs. Audrey Melick, formerly of the Essex County Urban League has been appointed the Day Care Coordinator. Mr. Boykin has also just been appointed Chairman of a committee which is to aid an organization in East Orange to develop a program and secure other funding and a home for young children 8-10 years of age (girls only). This organization is called "Friends of Children" and Mrs. Mildred Gary of Rutgers is president and the prime mover of this group.

B. Allocations Committee

Mr. Boykin has only sat in on one of these meetings of which Mr. Wilbur Parker is the Chairman. There seems to be a different attitude emerging from this group as to how allocations are to be made. They too are looking toward a type of criteria which could be used for evaluation and determination of specific allocations. The new feeling here, as in the Research and Development Committee seems to be to establish a technical assistance program where by a built in evaluative tool is created, and intelligent, and realistic allocations could be made based on these evaluations.

II. STATUS OF EASL CLASS

The EASL class which will be Co-Sponsored by the Board of Education, Adult Education Department and BICC will be ready on or about the 1st week in February. Mr. Carmen Attanasio and his assistant Mr. Anthony Di Ubaldi are the Board of Education's Coordinators. They will provide a teacher for four nights per week for two hours per night from 7-9 P.M. The Board will also provide materials for the course. The basic plan of operation is for BICC to recruit the people and the

Board will test them in order to determine reading levels so they can be grouped accordingly thus eliminating the extremes. It is also my intention to profile those persons using the SICL and selecting as many as possible with clerical type postures for subsequent skill training. Therefore losing little continuity when moving from one program to another. We hope to use our Spanish Speaking Board Members to help recruit prospective participants.

III. EAST ORANGE HIGH SCHOOL INVOLVEMENT

Mr. Boykin met with Mr. Robert Shaw, Vice Principal of East Orange High School and Mr. Joe Rennaldi, Career Developer to discuss how BICC could be of service in developing new horizons and approaches in the area of vocational counseling and training for non-college bound high school youngsters. Their idea is to establish another skills center within the realm of the East Orange Board of Education. We will discuss at my next meeting with them on January 26, 1972, a pilot project. They also have the availability of a building to house this prospective training center and would like our assistance in helping them to obtain funds to run these various programs.

IV. WORLD OF WORK PROPOSAL

The proposal as originally sent was accepted for consideration with the exclusion of the Budget and the sponsorship. The budget has been re-submitted as separate entities but remain a part of a joint venture by the Newark Manpower Skills Training Center, Mr. Dick Phillips, Director and the Business and Industrial Coordinating Council, Mr. Roland E. Stewart, Executive Director. The new thrust (joint sponsorship) will have the actual instruction, training, and counseling provided by the Skills Center. The recruitment, vocational guidance (prior to acceptance) job placement, and general administrative guidance will be the responsibility of the BICC. The total proposed budget excluding stipends is to be \$254,811 with \$70,190 of this going to the BICC. The budget which had to be resubmitted as a dual budget (separate for each entity) is now again in the hands of the Director of Manpower, State Department of Education, Vocational Education Division, Mr. Arthur Wenzel. We now wait.....

U.S. DEPARTMENT OF LABOR

Early January 1972, BICC was visited by two representatives from the U.S. Department of Labor, Washington, D.C. to discuss the results of the GAO survey of job placement activities in Newark. They found that the records of the 18 Manpower programs directed toward improving the employability and providing employment opportunities for Newark residents showed that about 8,200 placements were made during calendar year 1969; 16 of these programs, accounting for about 6,400 placements, received Federal funds. Because of variations in funding periods, precise data on the amount of Federal funds provided during calendar 1969 was not available; a Department of Labor consultant estimated however, that about \$15 million annually had been provided for Manpower programs in Newark.

GAO's review showed that (1) there was no central source that maintained placement data for all programs; (2) many persons reported as placed never reported for work; (3) the majority of persons placed did not remain on their jobs longer than three months; and (4) accurate information on the number of disadvantaged persons placed in jobs was not being provided. We concluded that the impact of manpower programs' placements on the unemployment situation in Newark was not as substantial as the placement data would indicate.

Significantly, this had been a feeling shared by many BICC members. BICC offered copies of its 1972 Proposal, shared the effectiveness of the computer match, and offered its computer capabilities and know how for consideration by the U.S. Department of Labor as the record keeping in Newark for manpower programs. The Department of Labor does not have one for Newark.

BICC DINNER

Conversation was held with Co-Chairman Lozowick and Ex Co-Chairman Wolf related to the possibility of a BICC Dinner in the Spring. Based upon the success of the Partenheimer Dinner last year, similar money could be paid to Companies like Frank Briscoe which has been highly supportive to the BICC and other companies in the Greater Newark area. Polling other organizations which have held such affairs, the net profit ranges from \$15,000.00 to \$40,000.00. The other fact is BICC is an organization indigenous to Newark and should possibly have an annual affair.

POR T OF NEW YORK AUTHORITY

In response to correspondence by Mr. Wolf to Mr. Austin Tobin, PONYA has introduced Mr. Peter Di Giovanni, Director of Career Development for Port Authority to BICC. At a meeting with Mr. Wolf and the BICC, Director Mr. Di Giovanni on January 26th, Mr. Di Giovanni indicated the world research ways and means of co-sponsoring training programs with BICC as the first New Jersey operation of this nature. Mr. Di Giovanni's department has run successful training programs in Central Brooklyn with Model Cities Funding complete with stipends. The other dimension is PONYA's exploring the loan of one of their staff for proposal development or fund raising. These two areas are being actively researched by Mr. Di Giovanni with the blessing of Mr. Tobin.

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KRAMER PROMISES 'AFFIRMATIVE ACTION'

Minority jobs pledged for meadows

By DAN WEISSMAN

Lawrence F. Kramer, state commissioner of community affairs, said yesterday a guaranteed minority employment plan will be imposed on all state and federally funded construction in the meadowlands.

Although he could not estimate the ultimate value of the meadowlands construction that will be aided or fully funded by federal or state money, Kramer said it could run "considerably" more than \$1 billion and could mean thousands of jobs for minority group members.

Among the projects that would be subjected to the "affirmative action" plan are the proposed stadium for the football Giants, the proposed race track, the proposed Disneyland project, and the extensive land reclamation work that will

have to be undertaken by the U.S. Army Corps of Engineers.

Kramer, who also serves as chairman of the Meadowlands Development Commission, made the comments about an "affirmative action" plan following a speech to the Greater Newark Chamber of Commerce in the Robert Treat Hotel in Newark.

The former Paterson mayor said the "affirmative action" plan that will apply to the meadowlands construction has not been drafted. It may be similar, he said, to a plan in force in Newark, which calls for a minimum of 30 per cent of all craftsmen and 50 per cent of all trainees on a construction project to be minority group members.

It is estimated that 1,500 jobs will be gained by minority group members from the \$700 million worth of applicable construction projects in Newark.

The meadowlands "affirmative action" plan, Kramer said, is being drafted by Attorney General George F. Kugler Jr.

With the master plan for development of the huge tract of land in the shadow of New York City ready for adoption, Kramer told the 100 businessmen who attended the luncheon that the meadowlands tract is poised for development. "It will produce unbelievable assets for New Jersey," he asserted.

While he touched on the meadowlands, the main thrust of Kramer's talk was to tell the businessmen that the omnibus state agency is interested in programs for the betterment of the entire state — including urban, suburban, and rural areas.

He said the Department of Community Affairs is in the process of being streamlined "to strip back some of the

old procedures so we can deliver." He said, "The laboratory work is still vital, but I'm anxious to stop studying and start working."

Kramer, who took over the reins of the department only eight weeks ago, said the commitment to the cities will be continued, but at the same time, he said, there will be increased efforts made to solve the problems of suburban and rural New Jersey.

Instead of delivering a prepared address, Kramer — who said, "I came here to listen not to talk" — fielded questions posed by the businessmen.

He said he wanted to hear what the business community has to say because the success of any upgrading programs depended on the businessmen. Kramer praised the Greater Newark Chamber of Commerce and its members for the job they've done to help Newark.

THE QUESTION RAISED GIVING RISE TO THIS ANSWER WAS ASKED BY THE EXECUTIVE DIRECTOR OF BICC.



50 BRANFORD PLACE
NEWARK, NEW JERSEY 07102

TRAINING REPORT

TO: Roland E. Stewart
FROM: Pat Cade, Alice Barnett and Ursula Weng
SUBJECT: Training Classes - Rutgers
DATE: January 21, 1972

PURPOSE

The clerical training class was originated to develop clerical and related education skills. Emphasis has been placed on skill training: (1) typing, (2) filing, (3) general office procedures; and job related education inclusive of: (1) basic math, (2) spelling and (3) vocabulary.

OUTCOME

To date we have conducted two training classes. Initially there were 40 participants; 17 completed the program. 7 of these secured jobs. 5 did not secure jobs but are capable of attaining entry level positions. We felt that the remaining 5 were not employable and needed recycling into another program. 3 of these were recycled.

Twenty-three of the participants did not complete the program for various reasons: Out of these 23, 7 left because they found jobs, 3 transferred to other programs, 4 left due to illness, 5 were terminated by the instructors, 1 returned to college and 3 left due to lack of interest in the program.

Fourteen out of the 40 participants obtained entry level positions. We feel it important to mention that 8 of these participants did not complete the program, however, the time spent in the training class aided them in securing jobs.

The participants made considerable progress with typing and related skills. Typing speeds in general increased from a beginning of 0 - 25 wpm to 15 - 50 wpm. More important than the skill progress, was the change in attitudes to a more positive and receptive nature. Many of our students came in with negative attitudes: They lacked confidence in themselves and what they could do; some felt they deserved a job because of the hardships and struggles they had gone through; others had a "know it all" attitude seeing their participation in the program as an outlet from boredom and not as a means of developing clerical and related skills.

PROBLEMS & RECOMMENDATIONS

Two major problems have plagued the training programs at Rutgers:

1. Financial Problems of Participants-At the beginning of the training programs, participants were highly motivated. However because of financial and personal problems, it became increasingly difficult to keep a high motivational level in the classroom. We would recommend that stipends be paid to participants. After unemployment checks and other aid ran out, there was a considerable decrease in attendance, interest was low and skills could not be developed as well. If no set stipend can be given, maybe something could be done to aid participants with babysitting fees, transportation, etc.

2. Materials-We have found that the students seem to perform better when they have something tangible to refer to when learning. Due to a shortage of funds we were unable to purchase the quantity

and variety of books needed for our Math and Office Procedures courses. As a result, students became bored and discouraged.

We especially needed math books. Math is a subject that requires constant study and review. Because we did not have math books the students either felt that the materials presented were too difficult or that we were proceeding too quickly.

CONCLUSION

Overall both sessions have been fairly successful in terms of the number of participants who found jobs and the number who are now employable. The sessions have also brought about personal and motivational changes in some of the participants.

SLCC - CO SPONSORED TRAINING PROGRAMS REPORT FOR DECEMBER, 1971 and JANUARY, 1972

TELLER TRAINING

CO-SPONSOR: National Newark & Essex Bank
744 Broad Street
Newark, N.J.
266-6000
CONTACT: Mr. Rand
TYPE OF TRAINING: Train enrollees to be bank tellers
STARTED: 10/5/71
ENDED: 12/16/71
TIME: 5-7 pm
DAYS HELD: Tues., Wed., Thurs.
LOCATION: 744 Broad St., Newark
INSTRUCTORS: Mr. Rand, Tues & Thurs: Al Vaughn, Wed.
LOC VILG:
ENROLLMENT: #13
GRADUATED: #7
VA: Al Vaughn, SLCC

BEGINNING TYPING

CO-SPONSOR: Prudential Life Insurance Co.
Prudential Plaza
Newark, New Jersey
336-5233
CONTACT: Mr. W.E. Ordell
TYPE OF TRAINING: Beginning Typing, MIND System of Instruction
STARTED: 8/71
ENDED: 12/2/71
TIME: 5-7 pm
DAYS HELD: Mon thru Thurs.
LOCATION: Prudential Plaza, Newark, 336-5233
INSTRUCTOR: Miss Filar Ferbedrosian
BEGINNING ENROLLMENT: #18
GRADUATED: #10
VA: Al Vaughn, SLCC

ADVANCE CLERICAL TRAINING

CO-SPONSOR: I.J. Bell Telephone
540 Broad Street
Newark, N.J.
649-4027
CONTACT: Donald Wagner
TYPE OF TRAINING: Typing and Clerical Skills

STARTED: 9/28/71
ENDED: 1/18/72
TIME HELD: 8:30 p.m.
DAY: Mon., Tues., Thurs.
LOCATION: 540 Broad St., Newark, 649-4027
INSTRUCTOR: Mrs. Blakely
BEGNING TYPING
ENROLLEE: #11
GRADUATED: # 7
VA: Ron Harris, BICC

BEGINNING TYPING

CO-SPONSOR: Prudential Life Insurance
Prudential Plaza
Newark, N.J.
336-5233
CONTACT: W.E. Ordell
TYPE OF TRAINING: Beginning Typing, MIND System of Instruction
HAS NOT BEGUN YET, ONLY 3 ENROLLEES TO DATE 1/21/72
VACANCIES: approximately 12

CLERICAL TRAINING

CO-SPONSORS: Central Evening School, IBM, and Rutgers University
345 High Street
Newark, N.J.
622-4491
CONTACT: Dr. Harry Jellinek
TYPE OF TRAINING: Beginning, Advance Typing, Clerical Skills and Math & English.
STARTED: 1/10/72
ENDED: 4/28/72
TIME: 9am - 3:30pm
DAYS: Mon thru Fri.
LOCATION: Rm. # 135 and 236, Smith Hall, Warren St., Rutgers Univ., Newark.
INSTRUCTORS: Patricia Cade, Alice Barnett, Ursula Weng
BEGNING ENROLLEE: # 28
VACANCIES: NONE
VA: Anne Calloway, Ellen Rosner, Al Vaughn, Ron Harris, BICC

CLERICAL TRAINING

CO-SPONSORED: Central Evening School, IBM, and Rutgers University
345 High Street
Newark, N.J.
622-4491
CONTACT: Dr. Harry Jellinek
TYPE OF TRAINING: Beginning and Advance Typing, Clerical Skills and Math & English.

STARTED: 9/13/71
ENDED: 12/16/71
TYPE: 8:30am - 3:30 pm
DAYS: Mon thru Fri
LOCATION: Room 13, & 236, Smith Hall, Rutgers Univ. Warren St., Newark
INSTRUCTORS: Patricia Cade, Alice Barnett, Ursula Weng
COST: \$25
ROLL #: 99
GRADUATE: #9
AT: Anne Calloway, Ellen Rosner, Al Vaughn, Ron Harris, BICC

ASL ENGLISH AS A SECOND LANGUAGE

CO-SPONSOR: Board of Education
32 Green St.
Newark, N.J.

CONTACT: Carmen Attonasio
TYPE OF TRAINING: English as a second Language

IN PROCESS OF BEING DEVELOPED.

BICC - STATISTICAL DATA CHART LEGEND

I. APPLICANTS

NEW - Initial visit to BICC
REPEAT - Return for additional services after one week
TOTAL PROCESSED - Sum of New & Repeat applicants

II. EDUCATION

HSE - High School Equivalency Certificate
NHSG - Non High School Graduate
HSG - High School Graduate
1 to 3 years - One to three years of college
COLLEGE DEGREE - Associated Arts; Bachelor of Arts and/or Sciences;
Master of Arts and/or Sciences or Social Work;
Doctor of Philosophy, divinity, etc.

COMPUTER SERVICES

Computer services includes: oral interview, computer check list interview, analysis, counseling, referral

III. & V. REFERRALS - Jobs and Training

1. COMPUTER MATCH - Referred to Job or Training as listed on computer print out
2. COMPUTER ASSISTED - Referred to Job or Training as a result of computer analysis, counseling, but not necessarily one listed on print out
3. PROFESSIONAL - Degraded or skilled applicant in the world of professionals - can still be computerized - could be a person holding degree in one field, but interested in another profession

IV. & VI. HIRES/ACCEPTANCE TO TRAINING

Denotes results of action taken in Section III & V

VII. RESIDENCE

NEWARK - Applicants living in Newark

NON NEWARK - Applicants living in areas other than Newark

VIII. AGE - Age of applicants (new only)

IX. COMPUTER INPUT

1. JOB BANK Number of openings registered at time of job being prof'd C.F. - Call For - No job openings registered at time of profiling. Employer or Vocational Analyst will call for openings as they become available
2. PEOPLE BANK - Number of applicant profiles in bank
3. TRAINING BANK - BICC Satellite Training Programs
4. SICL - Self Interview Check List - Number of computer interviews administered
5. JOCL - Job Outline Check List - Number of Jobs profiled
6. & 7. - MALE & FEMALE Sex of total number of new applicants orally interviewed

X. ETHNIC GROUP

Ethnic origin of New Applicants

GENERAL DATA SHEET

Month July - Dec.

Year 1971

Week

July Aug. Sept. Oct. Nov. Dec. ACCUM TOTAL

I. APPLICANTS

| | | | | | | | |
|----------------------|-----|-----|-----|-----|-----|-----|-----|
| 1. NEW APPLICANTS | 80 | 81 | 87 | 104 | 67 | 65 | 484 |
| 2. REPEAT APPLICANTS | 23 | 49 | 49 | 67 | 73 | 62 | 323 |
| 3. TOTAL # PROCESSED | 103 | 130 | 136 | 171 | 140 | 127 | 807 |

II. EDUCATION

| | | | | | | | |
|-----------------------|----|----|----|----|----|----|-----|
| 1. HSE (E) | 1 | 1 | 1 | 3 | 2 | 0 | 8 |
| 2. NHSG (F) | 25 | 23 | 27 | 33 | 17 | 22 | 147 |
| 3. HSG (H) | 38 | 42 | 41 | 53 | 44 | 32 | 250 |
| 4. 1-3 yrs. (I) | 11 | 11 | 12 | 12 | 3 | 8 | 57 |
| 5. COLLEGE DEGREE (G) | 5 | 4 | 6 | 3 | 1 | 3 | 3 |

III. REFERRALS-JOBS TOTAL

| | | | | | | | |
|-----------------|----|----|----|----|----|----|-----|
| | 33 | 48 | 36 | 48 | 55 | 42 | 262 |
| 1. COM. MATCH | 4 | 12 | 7 | 5 | 22 | 4 | 54 |
| 2. COM. ASSIST. | 29 | 36 | 25 | 43 | 31 | 38 | 202 |
| 3. PROFESSIONAL | 0 | 0 | 4 | 0 | 2 | 0 | 6 |

IV. HIRES TOTAL

| | | | | | | | |
|----------------------|---|---|---|----|----|---|----|
| | 6 | 3 | 7 | 17 | 10 | 7 | 50 |
| 1. COM. MATCH | 0 | 2 | 1 | 0 | 6 | 0 | 9 |
| 2. COM. ASSIST. | 6 | 1 | 5 | 17 | 4 | 7 | 40 |
| 3. PROFESSIONAL COM. | 0 | 0 | 1 | 0 | 0 | 0 | 1 |

V. REFERRALS-TRAINING TOTAL

| | | | | | | | |
|-----------------|---|----|----|----|----|----|----|
| | 7 | 12 | 30 | 21 | 11 | 13 | 94 |
| 1. COM. MATCH | 2 | 4 | 10 | 14 | 6 | 2 | 38 |
| 2. COM. ASSIST. | 5 | 8 | 20 | 7 | 5 | 11 | 56 |
| 3. PROFESSIONAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

VI. ACCEPTANCE-TRAINING

| | | | | | | | |
|-----------------|---|---|----|----|---|---|----|
| 1. COM. MATCH | 1 | 0 | 8 | 11 | 2 | 0 | 22 |
| 2. COM. ASSIST. | 1 | 7 | 0 | 15 | 3 | 0 | 27 |
| TOTAL | 8 | 0 | 23 | 14 | 2 | 2 | 49 |

July - Dec. - 1971

ACCUM.
TOTAL

| VII. | RESIDENCE | July | Aug. | Sept. | Oct. | Nov. | Dec. | |
|------|------------|------|------|-------|------|------|------|-----|
| 1. | NEWARK | 66 | 75 | 78 | 85 | 58 | 48 | 410 |
| 2. | NON NEWARK | 14 | 6 | 9 | 19 | 9 | 17 | 74 |

VIII

AGE

| | | | | | | | | |
|------------|-----|----|----|----|----|----|----|-----|
| 17 & under | (A) | 0 | 0 | 17 | 3 | 0 | 3 | 23 |
| 18 - 20 | (B) | 33 | 29 | 50 | 49 | 18 | 18 | 197 |
| 21 - 30 | (C) | 30 | 33 | 15 | 47 | 32 | 29 | 186 |
| 31 - 40 | (D) | 13 | 15 | 3 | 4 | 12 | 10 | 57 |
| 41 & over | (E) | 4 | 4 | 2 | 1 | 5 | 5 | 21 |

IX

COMPUTOR INPUT

| | | | | | | | | |
|------|-----------------------------|----|-------------------------|----|----|----|------------|------------|
| J.C. | BANK # of openings | 13 | 50 | 17 | 23 | 14 | CF | 157 |
| PI | PLE BANK Active Inactive | 0 | 0 | 0 | 0 | 0 | 234 250 | 234 250 |
| TI | MINING BANK | | BICC SATELLITE PROGRAMS | | | | | 5 |
| S | L's | 34 | 110 | 65 | 17 | 35 | 41 | 302 |
| J.C. | L's | 8 | 10 | 4 | 6 | 9 | 1 | 38 |
| M | E | 25 | 20 | 21 | 43 | 13 | 18 | 140 |
| F | MALE | 55 | 61 | 66 | 61 | 54 | 47 | 344 |

X.

OTHER

ETHNIC GROUP

| | | | | | | | | |
|----|---------|-----|--|----|-----|----|----|-----|
| 1. | BLACK | (B) | | 75 | 134 | 62 | 58 | 329 |
| 2. | WHITE | (W) | | 3 | 3 | 1 | 4 | 11 |
| 3. | SPANISH | (S) | | 4 | 7 | 3 | 3 | 17 |
| 4. | FOREIGN | (F) | | 5 | 0 | 1 | 0 | 6 |

IN
JOB ORDERS RECEIVED JANUARY, 1972

P = Personal Contact
 T = Telephone
 L = Letter

| CODE | COMPANY | POSITION | OPENINGS |
|------|------------------------------|------------------------------|----------|
| P | Carson Industries (Newark) | Mechanical Draftsman | 6 |
| | Carson Industries (Newark) | Machinest | 10 |
| | Carson Industries (Newark) | Assemblers | 50 |
| T | Fidelity Union Trust Co. | Teller | 1 |
| T | Board of Education, (Newark) | Clerk-typist | 2 |
| T | Martland Medical Center | Inventory Clerk | 1 |
| T | Newark Evening School | Clerk-Typist | 1 |
| T | Bell Telephone | Clerk-Typist | 1 |
| T | Rutgers University | Clerk-Typist | 1 |
| | Rutgers University | Stationary Fireman | 1 |
| | Rutgers University | Campus Police | 1 |
| | Rutgers University | Custodian | 1 |
| T | Whippany Paper Board | Secretary | 1 |
| L | Walter Kidde | Tool Designer | 1 |
| | Walter Kidde | Methods Engineer | 1 |
| | Walter Kidde | Electronic Engineer | 1 |
| | Walter Kidde | Foreman | 1 |
| | Walter Kidde | Supervisor | 2 |
| | Walter Kidde | Electronics Technician | 1 |
| T | Anheuser Busch | Maintenance Supervisor | 1 |
| L | GAF Corp | Salesman | 2 |
| | Gaf Corp | Mechanic | 1 |
| P | Pitney Bowes | Dispatcher | 1 |
| T | Strickland Transportation | Class B Mechanic | 1 |
| L | Hahnes | Presser | 1 |
| | Hahnes | Tailor Dressmaker | 1 |
| | Hahnes | Clerical | 1 |
| | Hahnes | Porter | 1 |
| P | Jersey Plastic molders | Injection/Compression Molder | 8 |
| L | Essex County College | Dean of Academic Affairs | 1 |
| | Essex County College | Director of Public Info. | 1 |
| | Essex County College | Production Coordinator | 1 |
| | Essex County College | Head Baseball Coach | 1 |
| | Essex County College | Ass't. Baseball Coach | 1 |
| | Essex County College | Day Care Center Head/teacher | 1 |
| | Essex County College | Financial Aid Officer | 1 |
| | Essex County College | Secretary | 1 |
| | Essex County College | Payroll clerk | 1 |
| | Essex County College | Shipping Receiving Clerk | 1 |

TOTAL OPENINGS

113

DATE: 1/3-1/31/72

JOCL'S GIVEN
(JOB OUTLINE CHECKLIST)

| <u>COMPANY & LOCATION</u> | <u>POSITION</u> | <u>OPENINGS</u> |
|--|------------------|-----------------|
| Whippany Paperboard, Whippany, N.J. | Roll-Finisher | 5 |
| Oneida Motor Freight, Carlstadt, N.J. | Mechanic | 5 |
| Oneida Motor Freight, Carlstadt, N.J. | General Clerk | 1 |
| Oneida Motor Freight, Carlstadt, N.J. | Outbound Supvr | BICC called |
| American Aluminum, Mountainside, N.J. | Machine Operator | BICC called |
| American Aluminum, Mountainside, N.J. | Set-up man | BICC called |
| Rutgers University, Newark, N.J. | Clerk-Typist | 2 |
| Rutgers University, Newark, N.J. | Senior Clerk | BICC Called |
| General Foods, Clifton, N.J. | Salesman | 1 |
| Arthur Anderson & Co., Newark, N.J. | File Supervisor | 1 |
| Sealand Services, Port Elizabeth, N.J. | Coding Clerk | Unlimited |

BICC OPEN HOUSE EXPENSES

JANUARY 18, 1972

REFRESHMENTS

| | |
|------------------------------------|---------------|
| 1. Liquor | \$ 74.00 |
| 2. Soda & Ice | 5.13 |
| 3. Napkins, & Cups Table cloths | 18.00 |
| 4. Sandwiches | <u>200.00</u> |
| | \$ 297.13 |

CONTRIBUTIONS TOWARD REFRESHMENTS

| | |
|--------------------|-----------------|
| J. E. Partenheimer | \$ 25.00 |
| J. K. Hickman | 25.00 |
| Total received | <u>\$ 50.00</u> |

COSTS FOR MOVING TO #50 BRANFORD PLACE

| | | |
|---|--------------------|------------|
| Carpenter materials, doors, trim, knobs, etc. | Deliduka Montclair | \$ 210.76 |
| Moving from #46 to #50 John Meater* | dba ATLAS | 135.00 |
| Carpenters Stefano Magna* | | 575.00 |
| Gerald Cutting* | | 200.00 |
| Carpet laying Robert Sapp* | | 216.00 |
| Stoia lumber spackle, sand paper | | 25.20 |
| Stoia lumber 2x4's sheetrock | | 27.80 |
| Architect-Contractor's Bill Moore | | 525.00 |
| Signs & lettering Branford Sign Co. | | 100.00 |
| Brenner Desk Co. Furniture | | 853.00 |
| Total | | \$2,867.76 |

* Minority Businessmen

CASH CONTRIBUTIONS TOWARD MOVE

| | |
|--------------------------|---------------|
| National Cash Register | \$ 150.00 |
| Whippany Paper Board Co. | 200.00 |
| Prudential Insurance Co. | <u>100.00</u> |
| Total received | \$ 450.00 |

Returnable \$525.00 from Bill Moore-current litigation by Riker, Danzig,
Scherer & Brown for non fulfillment of contract.

Current net cost of moving \$ 2,417.76

(Attachment B)



COLLEGE OF MEDICINE AND DENTISTRY
OF NEW JERSEY - NEWARK, N.J.

27 January 1972

Mr. Roland Stewart
Executive Director
BICC
50 Branford Place
Newark, New Jersey 07102

Dear Mr. Stewart:

As Dean of the New Jersey Medical School of the College of Medicine and Dentistry of New Jersey, I express to you my sincere appreciation to you and other members of the Committee for the careful study you made of the Martland Hospital and its Administration.

I have studied your carefully prepared report with admiration for its thoughtfulness and for the thoroughness with which you approached this demanding assignment you accepted upon Dr. Bergen's request.

I trust that by implementing your recommendations we will be able to greatly improve the important health and educational services the New Jersey Medical School is delivering through the Martland Hospital to the citizens of Newark and to the State of New Jersey.

I thank you for this important service you have rendered the Martland Hospital and the New Jersey Medical School.

Sincerely yours,

Rulon W. Rawson, M.D.

Dean of Medicine

RWR/sg

(Attachment A)